# CREATING NARRATED PRESENTATIONS WITH POWERPOINT FOR MAC (and Office 365 PowerPoint Version 16)

## CHECK YOUR VERSION OF POWERPOINT
These directions were written for Version 16 of Office 365.

## SET MICROPHONE / AUDIO LEVEL
1. Make sure your headset or external microphone is plugged into your computer.
2. Under *System Preferences*, click *Sound*, then *Input*. Select the source to be used while recording.
3. Speak into the microphone as you would when you are recording. Check the input level to make sure it isn't too soft or too loud. Use the *Input Volume* slider to adjust the microphone level.
4. Return to *System Preferences* and click *Security & Privacy*. Click on the *Privacy* tab. Click on *Microphone*. Make sure the *Microsoft PowerPoint* box is checked. You may need to click on the padlock icon in the lower-left corner to change this setting. You will need to authenticate with your computer password.
5. Close window.

## PREPARE FOR RECORDING
1. To aid in the recording process, and to refer to later in proofing the transcript, it is best to have a script written out for each slide. This will ensure that content is presented in a clear, short, and precise. As you record, you will make errors that will require you to re-record slide narration. Having content written down will make that process easier.
2. Once the presentation script is ready, open the presentation in PowerPoint.
3. Copy and paste the slide's script into the Notes section for each slide.
4. Make sure the following options are selected under the *Slide Show* tab: *Play Narrations*, *Use Timings*, and *Show Media Controls*.

## RECORDING
1. Prior to recording audio for all of your slides, it is a good idea to check that your computer is configured correctly. To do so, click the *Slide Show* tab, then click *Record Slide Show*.
2. Record the audio for the first slide.
3. Press ESC to end recording.
4. From the Slide Show menu, select Play from Current Slide. You should hear the audio you recorded. If not, return to the **Set Microphone /Audio Limits** section above.
5. Click audio recording confirmed, click *Slide Show* tab, then click *Record Slide Show*.
6. Record the audio for the first slide.
7. If you make a mistake and need to record audio for that slide, continue recording the audio for the other slides first. After recording for slides, exit out of presentation mode. Navigate to the slide with the error. Click *Record Slide Show* again to re-record audio for that side. Click *ESC* when done with that slide.)
8. Click the next slide button to progress to the next slide and record the audio for that slide. Continue until audio for all slides has been recorded.
9. Press the *ESC* key to end recording.
10. **Note**: Some campus users have experienced issues issuing an alternate approach by inserting audio directly into each slide instead of using the **Record Slide Show** feature. This approach is not the recommended approach by Microsoft for the creation of narrated presentations.

## EXPORTING & PUBLISHING
1. Select *File | Export*. Select *MP4* or *MOV* in *File Format* drop-down menu.
2. Under *Quality*, select *Low Quality (853 x 480)* to ensure low-bandwidth viewing.
3. Make sure *Use Recorded Timings and Narrations* box is selected
4. Specify desired location for saved file and click *Export*.
5. Select *File | Save* to save a native PowerPoint version of your file to use later if changes are needed.